

TITLE 7 - AGRICULTURE

CHAPTER XVIII - FARMERS HOME ADMINISTRATION
DEPARTMENT OF AGRICULTURE

SUBCHAPTER S - PERSONNEL

PART 2048 - POSITION CLASSIFICATION

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PART 2048 - POSITION CLASSIFICATION

SUBPART E - POSITION CLASSIFICATION POST-AUDITS

§2048.201 General.

Positions in the Farmers Home Administration (FmHA) are given reviews by classification post-audit. Reviews are made by the Personnel Division of the National Office and designated personnel representatives of State and Finance Office staffs, by the Office of Personnel, United States Department of Agriculture (USDA), and by the Central Office and Regional Offices of the Civil Service Commission (CSC).

(a) Position classification post-audit reviews help to:

- (1) Examine the present duties of employees and the work organization in Departmental and field offices.
- (2) See that duty and responsibility statements are accurate.
- (3) Make controls of delegated classification authority.
- (4) Show position classification principles, and procedures to employees.

(b) Position classification post-audits will:

- (1) See if classifications meet CSC published standards.
- (2) Find causes of and make corrections of classification errors.
- (3) See if classification authority is used effectively.
- (4) See how well classification representatives follow changes in assignments and the organization which involve the classification of positions.
- (5) Find out the attitude of officials toward the workings of the position classification program.
- (6) Find out how much the first line supervisors know about their responsibility for keeping position descriptions up to date.
- (7) See how well classification standards and procedures are known and how published standards can be improved.

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Personnel
Position Classification

(8) See if classification post-audits are performed frequently and thoroughly.

§2048.202 CSC post-audits.

(a) Conducting post-audits. CSC classification post-audits are often made together with inspections of other personnel management. The Central Office of the CSC will work with representatives of the Personnel Division of the National Office in arranging classification post-audits in the National Office. Regional Offices of the CSC will arrange details of field post-audits with the State Director or Director, Finance Office.

(1) Work audits will be made of representative positions by the CSC position classifiers. When CSC classifiers have interviews with employees they will also see the official who has supervisory authority over the employee. Some audits will be done through interviews with supervisors only. They make reports on the duties and responsibilities of employees under their supervision. Employees and supervisors selected for work-audit discussions will be told in advance so that they can read official position descriptions and standards of performance. Examine samples of written work to find the best examples of basic work assignments. Make estimates of time used for major work functions, or check the estimates in position descriptions. Check questions with the supervisor.

(2) Officials and employees who discuss FmHA programs and positions will help the CSC representatives doing the post-audit.

(3) Administrative and personnel representatives of National, State, or Finance Offices will give answers to questions from supervisors and employees about work-audit interviews.

(b) Adjustments based on post-audit information. The report of a Regional CSC post-audit is sent by the CSC to the official in charge of the office audited. Copies are also sent to the Office of Personnel, USDA. The Office of Personnel sends copies to the FmHA National Office. All classification recommendations are examined by the Office of Personnel, the Personnel Division of the National Office, and the head of the office having jurisdiction over the positions audited. Decisions on corrective action will be made only after examination by all officials. Position classification actions will then be processed by the authorized officials. The report of corrective action will be sent to the CSC by the National Office for jurisdictions not having delegated classification authority. The State Director will send it if classification authority has been delegated to a member of his staff. The report of CSC Central Office post-audit findings is sent to the Office of Personnel, USDA. The report is then sent to the FmHA, and corrective action is agreed upon by

the Office of Personnel and the FmHA. A report of completed action or a request for consideration again is then sent to the CSC.

§2048.203 Office of Personnel post-audits.

(a) Post-audits. The Director, Personnel Division, will be told in advance of a USDA Office of Personnel classification post-audit. The State Director or Director, Finance Office will be told by the Personnel Division when an Office of Personnel classification post-audit is to be held in their jurisdictions. The Departmental post-audit will be done by the method as CSC post-audits (see §2048.202(a)). Employees and supervisors will prepare for their interviews as for CSC post-audits, and will help the Office of Personnel with the classification post-audit.

(b) Adjustment based on post-audit information. The Office of Personnel will tell the Personnel Division of the National Office of the findings of classification post-audits. Contact the head of the office having jurisdiction over the positions if corrective action is proposed. Position classification action will be taken by National or State Office officials under delegated classification authority. The Personnel Division of the National Office will prepare a report of classification actions for the Office of Personnel.

§2048.204 FmHA post-audits.

(a) National Office post-audits. The head of an office will be told when an FmHA classification post-audit is to be made. Supervisors and employees who must be at the interview are told after a work-audit schedule has been completed. The head of an office or jurisdictional area will be told by the Personnel Division of results of post-audits of positions in the area. The head of an office will also be told of any action being taken to improve job descriptions, or of decisions on actions in individual cases.

(b) Post-audits by State and Finance Office personnel representatives. Executive Officers, Administrative Officers and Assistants, and Personnel Management Specialists will hold work-audits of positions in their jurisdictions. Supervisors and employees will be told in advance of work-audits.

(c) Post-audit by questionnaire. There are no regular post-audits by questionnaire. The Personnel Division can ask for duties questionnaires from employees if information is needed on position classification standards, the revision of standard position descriptions, etc.

§2048.205 Special yearly position post-audit requirements.

(a) General. A review must be made of all positions in the FmHA yearly to meet Section 1310(d) of Public Law 253 (Whitten Amendment). All supervisors

and employees will be asked to verify the accuracy of their position descriptions. Some representative positions will also get post-audits yearly through work-audit interviews. A report of the post-audit and follow-up action taken must be given by the FmHA to the Office of Personnel, USDA by June 30 of each year. The Office of Personnel prepares a Departmental report for the Post Office and Civil Service Committees, and for Appropriations Committees of the Senate and House of Representatives.

(b) Making a record of position reviews. In the FmHA, Form AD-434, "Performance Appraisal", is used for making a record of the position description review. Only one certification review of a position description is needed each year. Vacant positions also are reviewed.

(1) Most certification reviews for occupied positions will be done together with yearly performance ratings. Supervisors will be given official copies of Form AD-434 when performance ratings for employees are due. When the performance rating is discussed, the supervisor and employee will make a review of the position description, and see if it applies to present work assignments, mark the block on Form AD-434 to show accuracy or inaccuracy, and sign the certification.

(2) Certification reviews can also be done through supervisor-employee participation in work-audits.

(3) All positions must be certified before June 30 of each year.

(c) Adjustments based on position reviews. When a position description is shown as not adequate on the supervisor-employee certification, a follow-up of the employee's work assignment will be made within 30 days after receipt of that certificate. A memorandum on changes in the standard position description will be sent to the Personnel Division. For a nonstandard position, classification will be done using Form AD-332 "Position Description" by National or State staff officials with delegated classification authority, after getting clearance.

(d) Work-audits. At least 10 percent of the nonstandard positions in National, State and Finance Offices must be given a work-audit each year by representatives of the Personnel Division of the National Office (in field offices) and by personnel management officials (in the Finance Office and State Offices). Work-audit results will be shown on a standardized Position Evaluation Report.

(e) Adjustments based on work-audits. These will be done with the officials having jurisdiction over the positions. Corrective classification action will be done with agreement of the National Office.

§2048.206 Appeals from post-audit decisions.

An employee or agency can appeal a classification decision made from post-audit findings (see §2048.5 of this Part). Officials responsible for personnel programs in a jurisdictional area will tell employees of appeal rights and the procedures for written appeals.

§2048.207 - 2048.250 (Reserved)

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